

## Chapter 3: Getting Started

# Getting Started, A Tutorial

**Note:** This document has been formatted for on screen viewing on EGA and VGA displays. If you print this document the results you get will vary depending upon the printer and fonts you are using. The complete Aporia documentation is included in the file APORIA.MAN in ASCII text format.

The following is a short tutorial to get you familiar with the basic operation of Aporia. It is assumed that you have at least a basic knowledge of how to use Windows including the use of the mouse, menus, scroll bars, and the manipulation of windows.

Using Aporia to its fullest capabilities requires that you acquire an understanding of the simple concepts behind it. This tutorial will attempt to teach you these concepts while showing you the basic operation of Aporia.

This tutorial assumes that you already have Aporia properly installed but have not yet set up any of your own tools. If you have already set up some tools it will not cause you any problems when using this tutorial, but your screen may appear differently than as described in this tutorial.

## Running Aporia

If you have Windows 286, at the DOS prompt type:

**win aporia<enter>**

If you have Windows 386, at the DOS prompt type:

**win386 aporia<enter>**

When Windows comes up on your screen you will see ten icons along the right side of your screen. These icons are the **basic** tools that make up Aporia.

## Using Tools

Aporia tools are visually similar to the icons that Windows uses to represent programs. They can also be arranged on the screen using the mouse in much the same way as Windows icons.

### ***Moving Tools***

Moving a tool is done by **dragging** it with the left mouse button.

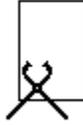
Move the mouse cursor over the **Tree Tool**.



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Notice that the cursor changes to look like a hammer. It does this whenever it is over a tool.

Press and hold down the left mouse button.



The cursor will change to look like a pair of pliers. It does this whenever you move a tool.

With the left button held down, move the mouse to drag the tool to another area of the screen.

As you move a tool its image is replaced by an outline. Once you "put the tool down" by releasing the left button, the image will return.

Release the left mouse button. The tool will reappear at the place you dragged it to.

### Running Tools

Running a tool is a simple matter of placing the mouse cursor over the tool and double clicking the left mouse button.

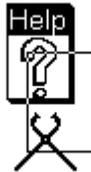
Move the mouse cursor over the **Tree Tool** and double click the **left** button.

The **Tree Tool** will open up to a window displaying the directories on your hard drive. In the next section you will learn how to use this tool.

### Getting Help On Using Tools

You can get quick help on how to use any of the basic tools using the **Help Tool**.

Use the mouse to move the **Tree Tool** over the **Help Tool**, making sure that the upper left corner of the Tree Tool is over the Help Tool, and release the mouse button.



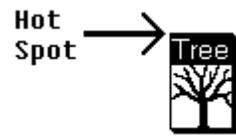
A dialog box appears explaining the basic information you need to know to use the Tree Tool.

When you are done reading the help text, click the mouse button on the OK button in the dialog box to remove it from the screen.

Help is available for all of the basic tools in this way.

**Important:** The upper left corner of a tool is its "hot spot". This means that whenever you move one tool over another to perform some action, you should make sure that its upper left corner is over the tool below.

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# Creating Tools

## *The Tree Tool*



The **Tree Tool**, which should already be open on your screen, displays a graphical representation of the directory structure of a disk drive. You use it in conjunction with **Directory Windows** to quickly get at your files. Think of the Tree Tool as a map for your disk drives. With the Tree Tool you can quickly find a directory and then open a window into that directory to get to the directory's files. You also use the Tree Tool to create, delete, and rename directories.

Click on the **down arrow** in the Tree Tool scroll bars until the directory where your Windows program files are located comes into view. If your Windows directory is on a drive other than the one currently loaded into the tree, you will first have to use the **Drives** menu to change to that drive.

Double click on your Windows directory with the **left** mouse button.

A **Directory Window** will appear on your screen. The Aporia Directory Window is similar in appearance and function to the MS-DOS Executive. It displays a listing of all the files located in one directory.

## *Creating User Tools*

One of the most important uses of Directory Windows is to allow you to create your own tools. These tools you create are called **user** tools. When you create a user, Aporia creates a new tool which is **attached** to a file on your disk drive. This file can be either a program or a data file (such as a text file).

Using the scroll bars in the Directory Window, find the listing for the file named **NOTEPAD.EXE**. You can use the Directory Window **View** menu commands just as you do for the MS-DOS Executive to help you find the file if you like.

The NOTEPAD.EXE file is the executable file for the Windows **Notepad** program. If you have for some reason deleted this from your drive you can use any program that will read a plain text file.

Double click with the **right** mouse button on the NOTEPAD.EXE file listing.

A new tool named "**notepad.exe**" will appear in the upper right corner of your screen.

Using the mouse, move the tool you just created to an open area of your screen.

## *Creating Directory Tools*

Aporia **Directory Windows** can be created in a number of different ways, each of which has its own advantages. The way you just did it is useful

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when you want to quickly open multiple Directory Windows in different directories. Another way is to use the **Tree Tool Options** menu to create a Directory Window that is "attached" to the tree. This window always displays the directory that is currently highlighted in the tree.

The third, and possibly most powerful way to create a Directory Window is with a **Directory Tool**. The advantage of using Directory Tools is that they save any settings you make in their Directory Windows, thus allowing you to store "views" of the files you work with that match the way you work.

Make sure that the Directory Window for your Windows directory is still open on your screen. Using the mouse, open the **Special** menu in the Directory Window and choose the **Make Directory Tool** command.

A new Directory Tool will appear in the upper right corner of your screen. From now on each time you double click the **left** mouse button on this tool a Directory Window will appear displaying your Windows directory.

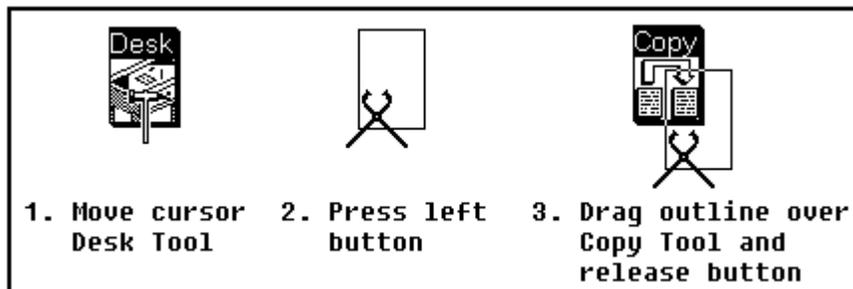
With the Directory Window for your Windows directory still open, find the file named **AP\_READ.ME** and double click the **right** button on over it.

A tool named "**AP\_READ.ME**" will appear on your screen.

### Using the Copy Tool

Another way to create a new tool is with the **Copy Tool**. You will now use the Copy Tool to create a new **Desk Tool** which later on you will use to store all of the tools you are creating.

Using the mouse drag the **Desk Tool** (which by default is located at the upper right corner of your screen) onto the **Copy Tool** and release the mouse button.



A new Desk Tool will appear on the right side of your screen.

Move the newly created Desk Tool to an open area of your screen. When a tool is copied it will have the same appearance as the tool from which it is was copied. Later on you will learn how to customize your tools so that each one has a unique look.

## Using Your Tools

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You should now have four new tools on your screen. Pretty icons are nice but the real power of tools is in using them. All Aporia tools, whether basic tools such as the desk and Directory Tools you created, or user tools such as the Notepad program or text file, are run by double clicking on them with the **left** mouse button.

### **Running Programs**

Move the mouse cursor over the "**notepad.exe**" tool and double click the **left** mouse button.

The Notepad program will run, opening a window on your screen.

Close the Notepad program.

### **Running Files**

Files can be run by dragging their tools onto the tool of the program you want them to run in. This causes the program tool to run, and load the file associated with the tool to be loaded.

Move the mouse cursor over the "**ap\_read.me**" tool. Hold down the **left** mouse button, drag the tool over the "**notepad.exe**" tool, and release the button.

The Notepad program will run with the **AP\_READ.ME** file loaded.

## Organizing Your Work

One of the most powerful features of Aporia is the ability it gives you to organize your work. The primary tool you use to do this is the **Desk Tool**.



### **Using Desk Tools**

The Desk Tool acts as a container for other tools. All of the tools you create are stored in Desk Tool **drawers**. Desk drawers can be opened and closed, allowing you to display or hide the tools inside. By using desks you can group related programs and files together.

Using the mouse, drag the "**ap\_read.me**" tool onto the Desk Tool you created earlier.

Aporia prompts you to confirm that you want to place the tool into the desk's drawer.

Click on the **OK** button to confirm.

Now drag the **Directory Tool** you created onto this Desk Tool also.

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Aporia will display the same prompt again.

Click on the **OK** button to confirm.

You now have two tools in this Desk Tool.

### ***Hide a Desk's Contents***

When you are done using a desk you can close its drawer, that is hide what it contains, by double clicking on it with the left mouse button.

Double click over the desk you created with the **left** mouse button.

The directory and "**ap\_read.me**" tools disappear.

Double click over your Desk Tool again.

The directory and "**ap\_read.me**" tools reappear.

# Customizing Tools

Aporia provides a large number of ways for you to customize your tools. You change a tool's icon, its name, and tell the tool how you want it to run. Only a few of the most important options will be covered in this tutorial. To learn, more refer to **Chapter 4, Aporia Reference**.



## *Using the Options Tool*

### Changing Tool Names

Most of the customizing you will perform on tools will be done with the **Options Tool**. Let's use it now to customize the tools you just created.

Drag the Desk Tool you created onto the **Options Tool**.

The Options Tool dialog box appears. You use this dialog to customize all of the different types of tools. Note that not all of the options have an effect on all of the tools.

The **Displayed Name** field should be highlighted.

Type: **Aporia Tutor<Enter>**.

The Options Tool dialog box will disappear and the name of the Desk Tool is now changed to "**Aporia Tutor**."

Drag the Directory Tool you created onto the **Options Tool**.

In the **Displayed Name** field type: **Windows<Enter>**.

The Directory Tool's name is now "**Windows**."

### Changing Tool Icons

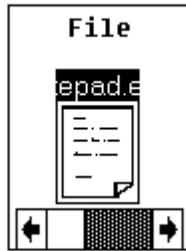
All of the basic tools have fixed icons which cannot be changed, but user tools (those tools you create which are attached to files on your disk drives) can be given any of 50 different icon styles. Icons for many of the most popular Windows programs, such as Excel and Pagemaker, are included.

You will now modify the "**notepad.exe**" tool you created to give it the same look as the Notepad program icon.

Drag the "**notepad.exe**" tool onto the Options Tool.

Beneath the image of the icon is a horizontal scroll bar. Point the mouse cursor over the **right** arrow of the scroll bar and click 9 times on the **left** mouse button till the name above the icon is "**Notepad**."

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The icon displayed in the dialog changes to look like the icon for the Notepad program.

Tools can have just an icon with no name. This works well for tools for programs that you use often.

In the box labeled "**Show...**" click on the check box labeled "**Name**" to turn off this option.



Click on the **OK** button to close the dialog box.

The "**notepad.exe**" tool has changed to tool very much like the icon for the Notepad program.

### Tools Without Icons

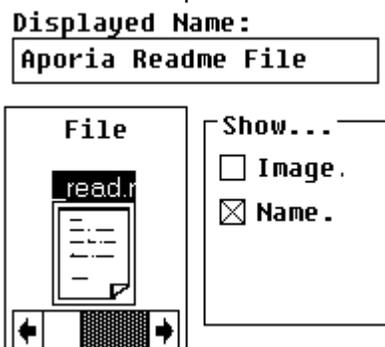
One important benefit to being able to name your tools is that it allows you to give files names which are much longer (up to 30 characters) than the eight character limit imposed by MS-DOS. This can make it much easier to identify files.

When you give a tool a particularly long name you may want to turn off the icon for that tool. The icon for a tool always stretches to be as wide as the name. With a long name an icon can take up a lot of space on the screen and may become distorted in appearance.

Drag the "ap\_read.me" tool onto the Options Tool.

Press the **<Tab>** key once, highlighting the "Displayed Name" field and type: **Aporia Readme File**

In the box labeled "**Show...**" click on the check box labeled "**Image**" to turn off that option.



Click on the **OK** button to close the dialog box.

The name of the "**ap\_read.me**" tool has changed to "**Aporia Readme File.**"

### Using the Size Tool

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The ability to run multiple programs in different windows has always been one of Windows most useful features. The annoying thing about this is that when you run multiple programs you have to size and move each one to create an arrangement that works well for you. With Aporia this is no longer a problem. Using the **Size Tool** can store the size and position of a tool's window so that each time you run the tool its window will appear in a size and position that you choose.

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Let's size the "Notepad" tool.

Double click the **left** mouse button over the "Notepad" tool to run it.

Size and move the Notepad window to any position you like.

Drag the "Notepad" tool onto the Size Tool.

A dialog box appears giving you the options to either set the tool's window size or to clear it.

Click on the **OK** button.

The size cursor appears.

Move the cursor over the title of the Notepad window and click the **left** button.



# Managing Your Files and Directories

Aporia has powerful tools for managing the files on your hard drive. The primary tools for file management are the **tree** and **Directory Tools**.

## Managing Directories

As you have already seen, the Tree Tool provides a graphical display of the directories on a disk drive. It can be used as a way to create Directory Windows. You also use the Tree Tool to create, delete, and rename directories.

### Creating a Directory

Creating a directory with the Tree Tool is easy. You simply select the directory in which you want the new directory to be located, choose the **Create** command from the **Directories** menu, and enter the name you wish to give to the new directory. Let's create a new directory in the Aporia directory on your **C** drive.

Make sure the Tree Tool is open and that the current drive is C.

Find the "**APORIA**" directory and select it by clicking on it with the **left** mouse button.

From the **Directories** menu choose the **Create** command.

A dialog box appears prompting you to enter the name of the directory you wish to create.

Type: **temp<Enter>**

The dialog box disappears and a the "**TEMP**" directory appears beneath the "**APORIA**" directory.

## Managing Files

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You use Directory Windows for most of your file management needs.

### Using the Tree Tool Directory Window

Earlier you created a Directory Window by clicking on a directory in the tree and by using Directory Tools. The third way is to create a Directory Window which is *attached* to the Tree Tool. The benefit of this type of Directory Window is that as you change the selected directory in the tree the Directory Window is updated to show its files. You turn this window on and off using the Tree Tool Options menu.

From the **Options** menu choose the **Directory Window** command.

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A Directory Window appears displaying the currently selected directory. Click the **left** mouse button on the "**APORIA\TEMP**" directory to select it.

### Selecting Files

You select files in a Directory Window the same way that you select files in the MS-DOS Executive. Selected files are displayed as white text on a black background. Since the "APORIA\TEMP" directory is empty, you will now open another directory that has files in it.

Double click the **left** mouse button on the "**Windows**" Directory Tool you created earlier.

A Directory Window for the your Windows directory appears.

Click the **left** mouse button on the first file listed in the window. Additional files can be selected by holding down the **<Shift>** key while you click with the mouse.

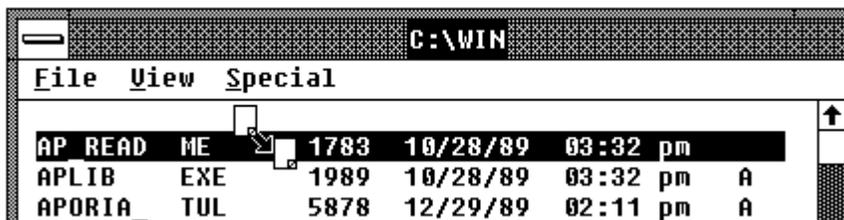
Hold down the **<Shift>** key and click on another file.

You should now have two files selected.

### Copying Files

You can copy files by selecting the ones you want to copy and dragging them to the Directory Window you want to copy them to.

In the Directory Window for the **Windows** directory first locate the cursor over the file you want to copy and then press and hold down the left mouse button.



The cursor changes to a graphic representation of a file being copied as illustrated above.

Holding down the left button, move the cursor over the window for the "**APORIA/TEMP**" directory and release the button.

A dialog box appears asking you to confirm the copy.

Click on the **OK** button to confirm.

The cursor changes to an hour glass while the files are copied.

### Moving files

You can **move** files from one directory or drive to another just as you copy them. The only difference is that to move files you use the **right** mouse button.



*The Move Cursor*

### Deleting Files

Deleting files is similar to copying them except that instead of dragging

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the file onto another Directory Window you drag it onto the **Trash Tool**.

In the "**APORIA\TEMP**" Directory Window locate the cursor over the file you want to delete and then press and hold down the **left** mouse button.

The copy cursor appears.

With the left button still down, move the cursor over the Trash Tool and release the button.

A dialog box appears prompting you to confirm that you want to delete the files.

Click the mouse button on the **OK** button to delete the files.

### Deleting Directories

To delete a directory, select the one you want to delete in the **Tree Tool** and use the **Delete** command. You can not delete a directory if it contains any files.

Select the **APORIA\TEMP** directory, open the **Directories** menu and choose the **Delete** command.

A dialog box appears asking you to confirm.

Click on the **OK** button to carry out the deletion.

## Summary

You have now learned the basic functions of Aporia. You should now be able to:

1. Create user tools.
2. Use the Copy Tool to make new Desk Tools.
3. Use the Desk Tool to organize your tools.
4. Use the Tree Tool to view and manage directories and make Directory Tools.
5. Use Directory Windows to manage your files.